

Job Title : Occupational Health Manager UK and Ireland

Location : London or Edinburgh

Contract Term : Full Time – 35 hours P/W (covering Monday – Friday i.e. 7 hours per day excluding breaks)

About us:

From Arthur Guinness to Johnnie Walker, our business was founded on people of great character, and in 250 years, nothing's changed. We are the world's leading premium alcohol company. Our brands are industry icons and our success is thanks to the diversity of our talent and strength of our people, in every role. It's why we trust them with our legacy and it's why we reward them with the career-defining opportunities that they deserve.

Our ambition is to create the best performing, most trusted and respected Consumer Products Company in the world. To achieve this, we need the world's very best people.

Feel inspired? Then this may be the opportunity for you.

About You:

We are looking for an individual with an Occupational Health clinical background to drive to be the best: flexible in supporting the business, a brilliant communicator and influencer, who possesses effective management skills supporting the business and ongoing management of our external Occupational Health 3rd party supplier across UK and Ireland. The internal Occupational Health team deliver their services through a managed service provider and the role of the Occupational Health Manager is the key interface role between Diageo and the 3rd provider ensuring success and a productive relationship for Diageo.

Function:

The Occupational Health & Wellbeing (OHW) team are part of the Global Supply Chain and Procurement Human Resources function. The new internal OH function comprises of a small inhouse team who work with our 3rd party providers to deliver the Occupational Health Strategy. Employee health and wellbeing sits at the heart of what we do, our purpose within the Occupational Health team is to enable our employees and ultimately our communities to live their best life-we know that being in the optimum state of health is a benefit to each of us therefore we aim to have happy, healthy employees who celebrate life, every day, everywhere.

About the Role:

- Reports directly to Head of Occupational Health UK and Ireland.
- Support the business in reviewing OH Management referral reports as required.
- Overseeing health and safety compliance for the health surveillance/health assessment programmes - leading and successfully delivering an operating model
 - Work with the OH 3rd party supplier and Diageo sites formulating a 12-month health surveillance and health assessment forecast/plan.
 - Act as main point of contact between Diageo and OH 3rd party supplier supporting the booking of health surveillance and health assessments.
 - Analyse and monitor health surveillance/assessment schedule reports in partnership with OH 3rd party service provider
- Effective communicator with the ability to bridge between Diageo sites /functions, and 3rd party providers, to ensure OH services are appropriately executed and delivered.
- Manage day to day OH operations and act as the main interface/point of contact between Diageo (HR/Managers) and the Occupational Health 3rd party supplier, providing first line resolutions (missing SLAs in relation to appointments/reports, technical/access issues) and feedback to OH service end users.
- Work collaboratively forming strong relationships with internal stakeholders/customers (HRBPs/Legal/ER/Leaders), providing internal expert OH advice e.g., health-related investigations, case management queries, sickness absence and health surveillance
- Deliver coaching and education sessions to support and upskill stakeholders/customer (HRBPs/Legal/ER/Leaders)
- Monitor service delivery ensuring 3rd party supplier responsibilities and compliance of KPI's/SLAs outlined in the agreement are being met.
- Review 3rd party supplier monthly management information performance reports escalating any concerns or non-compliance to the Head of OH.
- Deliver engagement sessions with key stakeholders, communicating management information and data acquired from the provider about our people and other information deemed appropriate.
- Innovate - identifying new and effective ways of operating, working closely with suppliers to bring them to life.

- Line Management responsibilities, undertaking regular 1:1 meeting, mentoring, coaching, training and supporting other members of the team.
- Support the Head of Occupational Health with their knowledge of budgetary expenditure to ensure appropriate provisions are made within the annual budget.
- Oversee internal occupational health web pages including OH learning hub information, ensuring it is kept up to date.
- Manage Joiners, Movers and Leavers information to ensure information required by the 3rd party service provider is up to date.
- Continue any decommissioning activities left over from the previous in-house OH services (i.e. identifying OH facilities for provider services – physio) where required.

Experience required/Skills/Capabilities/Languages:

Functional Skills

- Experienced Occupational Health Professional on Part 1&3 of the NMC (Nursing & Midwifery Council) professional register
- Supplier Management Experience
- Project and team management experience
- Bold decision making to ensure project execution withing agreed timelines
- Excellent communication skills- building relationships with key stakeholder
- Experienced in use of Microsoft Office particularly with Excel.

Leadership Capabilities

- Win through execution: Flexible, agile & resilient, adapting plans in the face of change. Track record of execution in a business undergoing transformation. Always scanning opportunities to simplify.
- Inspire through purpose: Restless in creatively thinking outside of the box and taking thoughtful risks, always working to bring others with you. Amplifies Diageo's purpose.
- Shape the future: Not afraid to challenge the status quo, challenge complacency, develop ambitious plans and bring clarity to others. Drives collaboration in reaching a common understanding of the future. A natural business partner, enrolling stakeholders in your vision.
- Invest in talent: Eager to stretch yourself and encourage others across the category communities to do the same.

Benefits:

We offer a highly competitive rewards and benefits package including [TBC].

Diversity statement:

Celebrating our inclusive and diverse culture is core to Diageo's purpose of "celebrating life every day everywhere". This purpose is, in itself, inclusive in nature, as it values everybody irrespective of background, disability, religion, gender identity, sexuality or ethnicity.

We know that for our business to thrive and for Diageo to realize its ambition, we depend on having diverse talent with a range of backgrounds, skills and capabilities in each of the 180 countries in which we operate and to reflect our broad consumer base. We view diversity as one of the key enablers that helps our business to grow and our values, purpose and standards set the conditions for us to respect the unique contribution each person brings. Flexibility is key to success in our business and many of our staff work flexibly in many different ways, including part-time, compressed hours, flexible location. Please talk to us about what flexibility means to you and don't let anything stop you from applying.

Character Is Everything

*1. LinkedIn source: <https://business.linkedin.com/talent-solutions/blog/job-descriptions/2018/5-must-dos-for-writing-inclusive-job-descriptions>

*2 HBR source: <https://hbr.org/2017/06/7-practical-ways-to-reduce-bias-in-your-hiring-process>
<https://hbr.org/2020/03/write-a-job-description-that-attracts-the-right-candidate>

*3 Think growth source: <https://thinkgrowth.org/your-job-descriptions-are-hurting-your-hiring-pipeline-52b5a406fb8f>

*4 Source: LinkedIn job descriptions e-book.